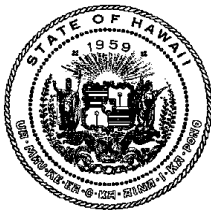


Hawai'i Teacher Standards Board  
650 Iwilei Road, Suite 201  
Honolulu, HI 96817  
Attention: Licensing Section



www.htsb.org  
htsb@hawaii.gov  
Phone: 808-586-2600

***INDUSTRY EXPERIENCE VERIFICATION FORM  
CAREER AND TECHNICAL EDUCATION  
STANDARD AND LIMITED STANDARD LICENSE FIELDS***

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Copy this form and submit one form for each place of employment.

**SECTION 1. PERSONAL INFORMATION** *Type or print in blue ink.*

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YY

Full Name Print in CAPITAL LETTERS.

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(LAST NAME)

(FIRST NAME)

(MIDDLE NAME)

**SECTION 2. TRADE EXPERIENCE**

Trade Experience Requirements:

- (1) Paid/unpaid experiences must have been completed within ten years of the date of your application for the Hawai'i CTE Limited license; and
- (2) Experiences must be with businesses registered with the appropriate state, county or city registration agency; and
- (3) Documentation for authorized field must be submitted on this form, signed by authorized individual(s) with phone number, address and/or e-mail address of the business, and beginning and ending dates clearly noted.

Have authorizing individual(s) send the documentation to you directly.

Check the experience(s) you are submitting. Refer to page 3 for a list of occupations usually included in each category.

☐ CTE Industrial and Engineering Technology

☐ CTE Business

☐ CTE Arts and Communication

☐ CTE Natural Resources

☐ CTE Public and Human Services

☐ CTE Health Services

### SECTION 3. VERIFICATION BY EMPLOYER

I hereby verify the trade experience of the following individual:

Employee Name \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Position: \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Printed Name \_\_\_\_\_ Position \_\_\_\_\_

Business License/Registration Number \_\_\_\_\_

Name of Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Arts and Communication**

- Animation
- Broadcast Media
- Digital Media
- Fashion Design
- Game Design
- Graphic Design
- Web Design

**Business**

- Accounting
- Business Law
- Entrepreneur
- Finance
- Human Resources Management
- Management
- Management Information Systems
- Marketing
- Office Administration
- Oracle
- Retail Marketing and Merchandising
- Travel Management

**Health Services**

- Clinical Health
- Emergency Medical Services
- Health Information
- Medical Biotechnology
- Nurse's Aide
- Nutrition

**Public and Human Services**

- Culinary
- Early Childhood Education
- Elementary Education
- Hospitality Services

**Natural Resources**

- Agriculture
- Environmental and Conservation
- Environmental Resource Management
- Fisheries
- Forestry
- Natural Resources Biotechnology
- Natural Resources Production
- Plant Design and Management

**Industrial and Engineering Technology**

- A+
- Autobody Repair and Refurbishing
- Automotive Technology
- Building and Construction
- CISCO
- Computer Networking
- Cybersecurity
- Computer Technician
- Design Technology
- Electrical Installation
- Electronics and Electrical Engineering
- Engineering Technology
- Metal Working